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PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Processing of Leave of Absence or Separation in Maternity Cases

1. The Annual and Sick Leave Act of 1951 authorizes the use of sick leave when an employee is incapacitated for the performance of duty by reason of pregnancy and confinement; the grant of such leave is an administrative matter for determination by the agency concerned. The policy of the Central Intelligence Agency with respect to a leave of absence for maternity reasons is stated in Regulation [redacted] (This section has been incorporated in R[redacted] to be published in the near future.) A request for maternity leave must express the employee's intention of returning to duty at the expiration of the leave period. If the employee does not intend to return to duty, her separation should be accomplished by resignation action to become effective at the expiration of any accrued sick leave to her credit. The following procedures will apply to these actions.

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2. Maternity Leave.

a. The employee will request maternity leave by written memorandum accompanied by proper medical certificate. This request must state her intention of returning to duty at the expiration of the requested leave period.

b. The ~~appropriate Personnel Relations Branch~~ Counseling Branch, PAD will interview the employee and act on the request for leave, including leave without pay, as appropriate.

c. The employee will execute Form No. 34-30, Final Payment Clearance Sheet.

d. Standard Form 50 (or Standard Form 52, as appropriate) will show under Item No. 21 "Remarks": "Maternity Leave six (6) months: including accrued sick and annual leave, balance by LWOP". This remark may be modified as appropriate.

3. Resignation

a. When the employee does not intend to return to duty, she may request approval of accrued sick leave to her credit under Item 23 of Standard Form 52 showing her reason for resignation. This request must be accompanied by proper medical certification.

b. The appropriate ~~Personnel Relations Branch~~ Counseling Branch, PAD will conduct the exit interview and act on the request for sick leave.

c. The employee will execute Form No. 34-30, Final Payment

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Clearance Sheet, The "reason for clearance" item will show that the employee is resigning for maternity reasons and indicate the effective date of separation as well as the last working day.

d. Standard Form 50 (or Standard Form 52, as appropriate) will show under Item No. 21 "Remarks": "Sick leave authorized for maternity reasons from _____(last working day) to _____(date of separation)." (If sick leave, supported by proper medical certificate, has not been requested, the effective date of separation will be the last working day. This statement is not required in such cases.)

4. When an employee has been separated for maternity reasons, her position may be incumbered as of the effective date of the separation action. In cases involving the anticipated return of the employee after maternity leave, another employee may be temporarily assigned to her position for the period covered by leave without pay only.)

Provide IA's for absences over 30 days.

GEORGE E. MELOON
Personnel Director

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